



COURT SERVICES SUPERVISOR

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize and supervise court services operations within the City Court; and to perform a variety of technical tasks relative to assigned area of responsibility.

Supervision Received and Exercised:

Receives direction from the Deputy Court Manager or from other supervisory or management staff.

Exercises direct supervision over a team of Court Services Specialists.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for clerical personnel; devise and implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staff involved in court services.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities including statistical reports of court cases.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budgeting; monitor and control expenditures.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Effective November 1988

Revised May 1998

Revised July 2001 (Unclassified, Exempt Status, Education from high school to Assoc Degree, range changed)

CITY OF TEMPE

Court Services Supervisor (continued)

- Serve as a member of the court staff management team and conduct team meetings.
- Coordinate activities of the City courts with the police department and other agencies.
- Schedule, prepare agenda for, and conduct staff meetings.
- Serves as a custodian of City-issued procurement cards.
- Prepare payroll and records of attendance, overtime and compensatory time.
- Monitor, prepare and delegate preparation of requisitions and billing; monitor supply inventory; order supplies as needed.
- Answer questions and provide information to the public regarding the policies and procedures of the court.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of clerical and administrative experience in a court. Some supervisory experience is preferred.

Training:

Equivalent to an Associate of Arts Degree from an accredited college or university with major course work in court administration, criminal justice, public administration or related field. A Bachelor's degree is preferred.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 1722

Salary Range: 27

FLSA: Exempt

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